



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 08-38      2 October 2008**

**ANNUAL LEAVE FORFEITURE AND RESTORATION**

**EXPIRES: 30 January 2009**

1. This TAAI provides a reminder that all annual leave balances exceeding a maximum of 240 hours must be used prior to the end of the Leave Year ending 3 January 2009. In accordance with California National Guard Full-time Personnel Regulation 630, a maximum of 240 hours of annual leave may be carried over to a new leave year.
2. In situations where annual leave was forfeited because of sickness, administrative error, or exigencies of the public business, the annual leave forfeited may be restored in accordance with Public Law 93-181. If annual leave is forfeited because the technician could not be excused from duty and there was no reasonable alternative to cancelling the scheduled leave, a request for restoration may be submitted to the Directorate for Human Resources. This request must include the following:
  - a. Written verification that leave was scheduled prior to 14 November 2008.
  - b. Reason(s) for cancelling of approved leave.
  - c. The exact number of hours requested to be restored the first pay period of the new leave year.
3. All requests for restoration of annual leave must be submitted no earlier than 4 January 2009 and no later than 30 January 2009.
4. All restored leave must be used within two years of restoration.
5. If you have any questions or need assistance, please contact MSgt April Mosher, Human Resources Specialist, at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at [april.mosher@us.army.mil](mailto:april.mosher@us.army.mil).

A handwritten signature in black ink, appearing to read "David B. Nickels".

DAVID B. NICKELS  
COL, GS, CA ARNG  
J1, Director of Manpower and Personnel

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